



# OFFICE OF STUDENT SUPPORT SERVICES

## SERVICES for STUDENTS with DISABILITIES (SSD) STUDENT INTAKE INFORMATION

### **Statement of Confidentiality**

All information provided to the Office of Student Support Services is confidential. Only with your written consent will information be provided to appropriate offices when information has been deemed necessary to support your educational and professional pursuits. We will make every effort to include and/or inform you about any conversations related to you. Specific information (including documentation) relating to your disability will not be given out without your written permission.

### **Guidelines for Documentation**

*(Please note that Lincoln University follows the Educational Testing Services (ETS) guidelines for acceptable documentation).*

Documentation must be presented from a certified doctor or physician *(whoever is qualified to diagnose and address your disability)*.

- a. Documentation for psychiatric disabilities must be six (6) months old or less.
- b. Documentation for ADHD disorders, physical or health disabilities and neurological disabilities must be three (3) years old or less.

### **ACCEPTABLE DOCUMENTATION**

- Must be typed on letterhead
- Must state qualifications of doctor
- Must include a detailed description of the disability
- Must include the date the condition was diagnosed
- Must include a detailed description of your current condition and how this condition interferes with or impacts your ability to participate in all aspects (classroom, extracurricular activities, dorm life) of the academic environment
- If applicable, include medical information relating to the impact of medication and/or treatment on your ability to participate in all aspects (classroom, extracurricular activities, dorm life) of the academic environment
  - Should include recommendations for appropriate accommodations

Individualized Education Program (IEP) or Section 504 Plans are not sufficient documentation for college.